

Berkeley County Government

JOB OPENING - EXTERNAL POSTING

STAFF SERVICES – LOGISTICS TECHNICIAN (PS101170)

DEPARTMENT: Sheriff's Office

JOB SUMMARY/ESSENTIAL FUNCTIONS: This position assists and supports the daily operations of the Sheriff's Office Staff Services Division and provides administrative support to the department's Supply & Logistics Specialist. This department is responsible for equipping the deputies with uniforms and gear, fully equipped vehicles, as well as facilitating the day to day office supply and equipment needs and the Sheriff's Office staff. Perform highly complex level clerical and administrative tasks. Answer telephones, take messages, sort/deliver mail and must be able to work well with coworkers, other County employees, vendors and the public. Data entry and advanced use of word processing, spreadsheet and other data software programs. Draft, edit and distribute correspondence. Other administrative duties such as monitoring, ordering, receiving, storing and issuing supplies for the Sheriff's Office. Maintain a centralized procurement and inventory computer system. Preparation of complex reports. Assist with the planning, organizing and operating of all programs and activities surrounding the Staff Services Division. Apply statutes and/or regulations in the performance of their duties; commonly has to refer to statutes and/or regulations for guidance. Organize and maintain the supply locker as directed. Record management and/or retention. Ability to accomplish field assignments such as setting up and breaking down the Sheriff's Office Mobile Command Post during special operations. Technical knowledge of law enforcement equipment to include radios, weapons and vehicles. Assist with the procurement of all necessary equipment, vehicles and supplies for the daily operation of the Sheriff's Office. Process requisitions received from the Division Commanders and generate Purchase Orders as directed by the Supervisor. Assist with the disposal of all broken, obsolete surplus items. Assist with the monthly fuel reports as directed by the Supervisor. Perform other duties as assigned.

QUALIFICATIONS:

High school graduate or equivalent and five (5) years related administrative experience required.

Must be willing to learn to operate and drive the Mobile Command Post; as well as haul trailers with supplies and materials as needed.

Valid driver's license for South Carolina. Must have a safe driving record.

Data Entry/Basic Skills test score of 74, a Word score of 50 and an Excel score of 45 are required for this position.

Clerical skills including filing, customer service, math, data entry and correct grammar usage.

Skilled in the operation of all basic office equipment including scanners and faxes.

Ability to work well independently and with little or no supervision.

Completed degree(s) beneficial to the position may be partially considered as work experience.

Departmental testing will be administered during interview. Initial testing consists of extensive background check and a polygraph test.

A criminal background check will be completed on selected applicant if a current one (less than 3 years old) is not on file.

PHYSICAL REQUIREMENTS:

This position requires the employee to frequently sit and use hands to handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is required to walk, talk and hear. The employee must occasionally lift and/or move up to fifty (50) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

SAFETY INFORMATION/DUTIES:

Attends all required safety training, follows safety policies and procedures and uses appropriate PPE (Personal Protective Equipment) for assigned tasks.

HOURS OF WORK/MISCELLANEOUS DUTIES:

This position is currently classified as non-exempt and reports directly to the Supply & Logistics Specialist. Thirty-seven and one half (37.5) hours per week. Normal work hours are Monday through Friday 9:00a.m. until 5:00p.m, with the ability to work flexible hours when necessary. Scheduled hours/days, job location, duties and any other information contained herein is subject to change. May be required to work extra hours and to perform extra or different duties during emergency situations.

If you are interested in applying for a position with Berkeley County Government, you will need to set up a personal account and apply online, click on "Applicant Online" from our website www.berkeleycountysc.gov and follow the prompts. For questions, contact Human Resources at 843-719-4163 (Moncks Corner); 723-3800 ext. 4163 (Charleston); or 567-3136 ext. 4163 (Saint Stephen). Computers are available in the Berkeley County Administration Building and the Libraries to apply online.

Staff Services – Logistics Technician: Grade C19
Entry Level Bi-Weekly Pay Range: \$1,043.61-1,200.15

Date of Posting: 09/22/2015
Closing Date: Subject to close at any time.

BERKELEY COUNTY GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN OR DISABILITY.

All employees of Berkeley County Government are employed on an "at-will" basis which means that the employee may discontinue the employment relationship at any time, with or without notice or cause, and that Berkeley County Government may discontinue the employment relationship on the same grounds.

APPLICATIONS WILL NOT BE ACCEPTED FOLLOWING THE CLOSING DATE.